

Service Opportunity Data Sheet

Mennonite Voluntary Service

Great Plains Office, Box 347, Newton, KS 67114; 316/283-5100
Great Lakes Office, Box 370, Elkhart, IN 46515; 574/294-7523



This form may be submitted by e-mail or through regular mail. MVS staff may edit position descriptions. Please be as thorough as possible in describing the agency, the position responsibilities and the qualifications. The descriptions are not limited to the space below, use extra pages, etc. Notice a detailed description of the agency is required and you must include an agency contact, address and telephone number.

Unit: Elkhart, Indiana

Date: July 13, 2009

Position Title: Webmaster/Resource Development

Organization/Agency Name: Habitat for Humanity, Elkhart County Chapter

Agency Contact:

Tom McArthur, Executive Director

2526 Peddler's Village Road

Goshen, Indiana 46526

(574) 533-6109

1. Description of the organization and its work (include some history of the agency and the population or type of people they serve):

Habitat for Humanity of Elkhart County became a Habitat affiliate July 14, 1986. A board of directors and an Executive Director led the affiliate through its first years. In July of 1987 the affiliate received its 501 (c)(3) designation as a non-profit organization. Since its beginning in 1986, 128 houses have been built throughout Elkhart County.

Habitat for Humanity of Elkhart County, Inc. seeks to eliminate the substandard housing cycle that occurs in low income families and communities. In order to break this cycle Habitat believes that it is necessary to do more than simply provide people with a better place to live they must be empowered to take control of their situations and make a change in their lives. This empowerment is accomplished through educational courses, a hands-on building process and a commitment to walking with the families through their first years of homeownership.

2. Detailed position description (full time):

- Work with Executive Director to redesign the organizational website.
- Coordinate church groups that volunteer for home building and to assist these groups with fundraisers to support the home construction.
- Help identify sites for construction including research of the public records to determine their suitability for home construction.
- Assist with the retail operations of the ReStore as needed.

3. Qualifications:

Commitment to the mission of Habitat for Humanity and willingness to communicate the Habitat story when asked. Flexibility and willing to take on a variety of projects.

4. Worker's Compensation? Yes or No. TBD

5. Comments:

Approved by Local Leadership _____ Date _____

Approved by MVSO: _____ Date _____